OLYMPIA

CM 840/842

Operating Instructions
Trade Version
Gastronomy Version

OLYMPIA

Since 1903

www.olympia-vertrieb.de

Declaration of Conformity

CE

CM 840/842

GB	The manufacturer hereby declares that the equipment complies with the stipulations defined in the following guidelines and standards:
D	Der Hersteller erklärt hiermit dass das Gerät mit den Bestimmungen der Richtlinien und Normen übereinstimmt:
F	Le fabricant déclare par la présente que l'appareil est conforme aux règlements et normes en vigueur:
E	Por medio de la presente, el fabricante declara que este aparato está conforme a lo dispuesto en las directivas y normas vigentes:
NL	De fabrikant verklaart hierbij dat het apparaat voldoet aan de bepalingen in de richtlijnen en normen:
P	Pelo presente o fabricante declara que o dispositivo está de acordo com as determinações das directrizes e das normas:
S	Tillverkaren förklarar härmed att apparaten överensstämmer med bestämmelserna i följande direktiv och normer:

73/23/EEC	EN 60950-1:2001 +A11:2004
89/336/EEC	EN 55022:1998 +A1:2000 +A2:2003
	EN 50024:1998 +A1:2001 +A2:2003
	EN 61000-3-2: 2000 +A2:2005
	EN 61000-3-3: 1995 +A1:2001 +A2:2005

OLYMPIA

Olympia Business Systems

Juli 2007 Heinz Prygoda Managing Director

 All Rights Reserved

Contents

1 Basic Features - General Description 5

1.1 General technical description 5
1.2 Installation 6
1.2.1 Connecting the PC to the cash register 6
1.2.2 Checking communication 6
1.3 Alphanumeric display 7
1.4 Numeric display 7
1.5 Control lock: 8
1.6 Clerk system: 8
1.7 Manager password system 8

2 Reset System, Machine Initialization 9

3 Keypad Description, Trade/Gastronomy 10

4 General Information on Cash Register Installation and Operation 13

4.1 Positioning the cash register 13
4.2 Electrical connections 13
4.3 Cleaning the cash register 13
4.4 Changing the paper roll (57 mm, thermal) in the printer 13
4.4.1 Inserting a paper roll 13
4.4.2 Paper reel 14
4.5 Cash register drawer 14

5 Cash Register Operation – Sales Transaction 15

5.1 Registrations in departments 15
5.1.1 Working with a department programmed as SCALES DEP. 17
5.2 Registrations using the PLU number 17
5.2.1 Working with a PLU programmed as SCALES PLU 19
5.3 Mixed registration – multiplication 19
5.4 Tender media keys (method of payment) 20
5.4.1 Payment using the cash tender keys (bank note keys) 22
5.5 Payment in foreign currencies 22
5.6 Correcting registrations 23
5.7 Discounts, surcharges, refunds in registrations 25
5.8 Transactions without registration (received on account, paid out, etc.) 26
5.9 Registrations linked to scales 27
5.10 Additional information 28

6 Cash Register Operation – Table System 30

6.1 Opening and closing tables 30
6.2 Transferring and separating tables 31
6.3 Part payment, total payment of a table, paying several tables 32
6.4 Table correction 34
6.5 Order system ("ticket type", "order type") 34

7 Stock PLU, Stock Counter Adjustment, Linking PLU Stock 35

 All Rights Reserved

8 Overview of X-Reports, Z-Reports 36

8.1 Overview of reports: 36

9 Error Messages (Error Symbols) 38

10 Training Mode: 40

11 Plug-in Peripherals, Software Updates 41

 All Rights Reserved

1 Basic Features - General Description

1.1 General technical description

ECR model	CM 840-842 Trade Version	CM 840-842 **Standard** Gastronomy Version
No. of departments	24	"
No. of PLUs	4700	500 to max.1000
Tender media	5	"
No. of tax groups	8	"
Clerks	10	"
Tables	0	30
Registrations per table	0	70
Interfaces	2 x RS232	"
Electronic journal	3000 max. 13100 lines	"
Memory buffer	Internal battery	"
Buffer period	1000 hours	"
Clerk display	10-character	"
	(alpha)display	"
Customer display	10-character, numeric	
Keyboard	Raised keys,48 keys	"
	Freely programmable	
Printer	1 station thermal printer	"
	30 mm per second	"
Paper roll	57.5 mm thermal paper	"
Online monitoring	Electronic journal, Financial report,	" Open tables
	Sale PLU	
Voltage	220 VAC, 50-60 Hz	"
Power consumption	25 W	"
Dimensions with drawer WxDxH	840 = 33/42/28	"
	842 = 41/43/28	
Weight with drawer	840 = 5 kg 842=10.5 kg	"
Working temperature range	0 – 40 °C	
Accessories	PC programme, barcode reader, scales	"
		"
Software programming	Yes	"

 All Rights Reserved

INSTRUCTIONS FOR OLYMPIA SUPPORTER

Enclosed with the cash register are a data CD, containing a PC programme, and a connection cable with which to programme the cash register.

It is recommended to programme the cash register using the OLYMPIA SUPPORTER programme.

1.2 Installation

The CD contains a **SETUP** folder. Open this folder and double-click on the **<Setup Supporter>** icon to install the PC programme. Follow the instructions which appear on the screen.
If you do not alter the basic settings, the programme software is automatically installed and saved in C:\Programs.
The PC programme automatically places an icon on the desktop.

1.2.1 Connecting the PC to the cash register

Connect the data cable from the COM 1 port of the PC to the cash register COM-B = Port 2 (right-hand port).
If your PC/laptop does not have a serial RS232 port but only a USB port, use a USB adapter <USB to Serial>l.
This adapter can be obtained from most computer retailers. Install the adapter according to the manufacturer's instructions.
Always use the adapter in connection with the original PC cable enclosed with the cash register.

1.2.2 Checking communication

Open the PC programme and select:
1. FILE
2. SETUP
3. CONNECTION
4. DEFAULT
5. PROPERTIES

The settings are displayed. If COM 1 is not used on the PC, enter your port number in the Port field. Please leave all the other settings in their default state.

It is also possible to check and search for the port number of the PC here:

Click on the **[SEARCH ECR]** button and then on **[Start search]** in the window which appears. When the test is completed successfully, the cash register model and the port number on your PC are displayed (if the cash register is connected).
The COM 1 port is set by default.
If a different port number is displayed after the search, enter the number in **SETUP COMMUNICATION <Port>**.
Close the option by clicking on the **[No],** then **[Esc]** and **[OK].** You can now proceed to use the programme; use **<Open file>** to call in a basic program and send, receive, edit, save and print data.

☞ **IMPORTANT Loading a completed basic program in the cash register makes programming easy!**

The data CD contains a folder called Applications in which you can find the basic Trade and Gastronomy programs.

 All Rights Reserved

After the PC programme has been started and the prompt appears, you can select whether to open a NEW or STORED file.

Open a STORED file.

Select the Trade or Gastronomy version and confirm the selection by clicking <Open>.

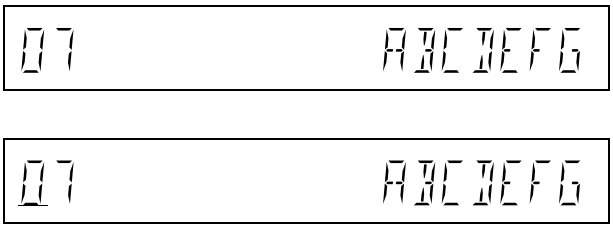
Transfer the entire data to the cash register. The cash register then has a basic program in which you can change the texts and prices.

1.3 Alphanumeric display

When Programming mode is activated, it displays texts when programming PLUs, departments, etc.

The display shows a maximum of 7 characters.

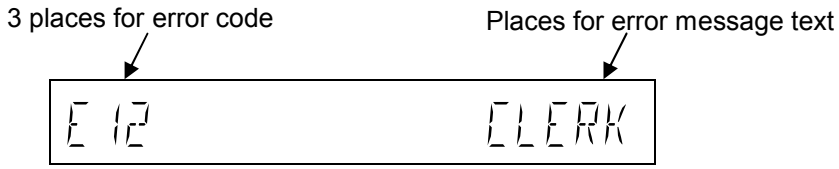
The 2 digits in the left of the display indicate the number characters entered.



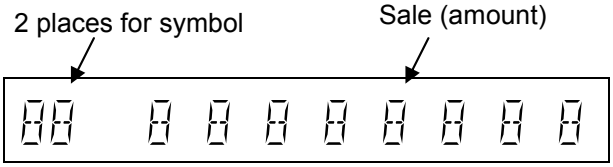
No underscore = Enter digits

1 underscore = Capital letters (default when text input is started)

2 underscore = Lower case letters

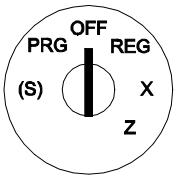


1.4 Numeric display

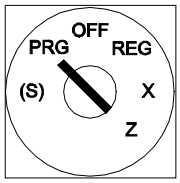


 All Rights Reserved

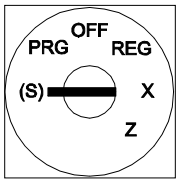
1.5 Control lock:



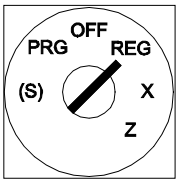
OFF



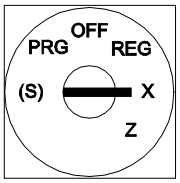
PRG mode (programming)



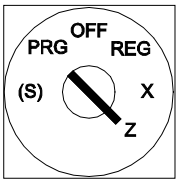
S – mode not labelled (Service mode)



Registration mode (recording)



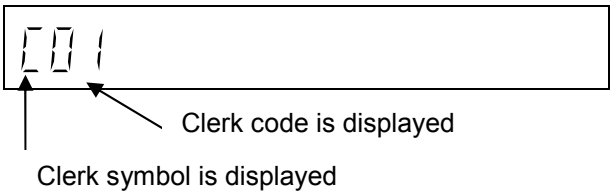
X - Print report (view)



Z - Print report (incl. deletion)

Note: Key lock position S is not marked on the lock.

1.6 Clerk system:



The clerk system must be activated (refer to Programming Instructions).

Before a transaction can be entered, clerks must log in using their number and press the Clerk key.
In addition, it is possible to assign a password for each clerk.
If a password has been set up and the clerk logs in, 3 small zeros appear in the display.
Enter the 3-character code at this point, 0.00 appears in the display and the clerk is logged in.

If the PASSWORD is entered incorrectly, error code E-11 appears.
Press the CLEAR key and then enter the correct PASSWORD.

1.7 Manager password system

The system enables the assignment of two manager PASSWORDS. This results in access being restricted for:

1. the functions with the key in position "Z" (reports with subsequent deletion),
2. the functions with the key in position "S/PRG" (programming).

A password is composed of four characters and the log in process is analogue to that described above. In addition, the following transactions can be restricted in PRG Mode:

- Restriction of transactions in X mode
- Restriction of transactions in Z mode
- Restriction of "P/O" transactions
- Restriction of "REFUND" transactions
- Restriction of "VOID" transactions
- Restriction of "NO SALE" transactions

 All Rights Reserved

2 Reset System, Machine Initialization

If the cash register becomes blocked (due to a paper jam, maloperation, etc.), proceed as follows:

Warm start:

This cash register start up procedure should only be performed when the following key combinations prove unsuccessful:

Following key positions "REG", "X", "Z", "PRG".

- CLEAR
- CASH TOTAL
- #NS

Procedure for a warm start:

- Turn the key to "**OFF**"
- Switch off the mains power supply to the cash register, wait for 2 minutes, then press and hold the FEED key and, while doing so, switch on the mains power supply for the cash register.
- "0 0 0 0 0 0 0 0 0 0" appears in the display.
- Release the FEED key.
- Turn the key from "**OFF**" to "**REG**", the display switches to 0,00 and the cash register is ready to operate again.
- The reset procedure is completed.

In the event of a WARM START, only the last maloperation is deleted, the programming is retained.

If the cause of the blockage cannot be cleared by means of a WARM START, a SYSTEM RESET must be initiated in exceptional cases.

Following a SYSTEM RESET, all the data is deleted and the cash register is reset to its default settings.

Refer to the Programming Instructions.

 All Rights Reserved

3 Keypad Description, Trade/Gastronomy

**The table below provides ann overview of all the function keys on the keypad which can be programmed.
Not all keys on the standard keyboard are assigned functions.
The Programming Instruction manual describes how to assign functions to keys.**

FEED	Feed the receipt
PLU	Select PLU (price look up) directly
DEP	Select department directly
%-	Minus (absolute discount)
%+	Plus (absolute premium/surcharge)
EC	Press key directly to cancel following registration (PLU, DEP …)
VOID	Use the VOID key to delete an entry in a transaction
REF/-	Refund
SUB TOTAL	To calculate the subtotal during a transaction.
X / TIME Double function	Multiplication of sales Time/date
PRICE LEVEL 1 / PRICE LEVEL 2	Change price level: Freely selectable price entry for a PLU Change price level to the 2nd price
▲ / ▼	Scroll up and down in the display of bill data for a specific table
RECEIPT ON/OFF	Receipt printing on/off
FC	Foreign currency exchange
# / NS	Print numbers / No Sale - open the cash drawer but no sale
%- RA	%- in sales. Pay an amount into the cash register
%+ PO Double function	%+ in sales. Withdraw an amount from the cash register. When programming text, switches to **bold print**
CLEAR	Delete entry
CASH TOTAL	Tender – pay in cash
CHECK	Tender – pay by cheque
CARD CREDIT	Tender – pay by card, credit
CLERK	Clerk, log a clerk/waiter on
SHIFT DEPT Double function	Switch DEP level When programming text, switches the letter case
ASK PRICE PLU	Price look up for individual PLUs

 All Rights Reserved

KEY IS BLOCKED	Lock key: The key is locked and no longer has any function.
WITHOUT VAT	Key without tax: The tax rate is deactivated for a one-off transaction.
MACRO 1	Macro key 1: To print the 1st report sequence in X/Z
MACRO 2	Macro key 2: To print the 2nd report sequence in X/Z
5 10 20 50	Cash tender keys (Predefined cash tender keys for the Trade version can be appended to the additional text).
CHANGE FONT	Set the font sizes for the receipt

The function keys below are only required for the Gastronomy version (S Mode ECR Type 1)
Not all keys on the standard keyboard are assigned functions.
The Programming Instructions describes how to assign functions to keys.

TABLE	Enter table number (open table), conclude table registration
HOUSE-FREE	Change tax rate: TAX 1 is switched to TAX 2 in a one-off process for termination with the payment key.
ADD TRACK	Add a table: Several tables can be compiled to one bill.
SPLIT Double function	Separate items from a table, **no table** Print the E-journal from the last registration
TRANSFER	Transfer to another table number
BILL PRINT	Subtotal or table review
COOK CODE	Add additional text to a PLU (with table function only)
▲ / ▼	Scroll through the registered items in an open table. (Used, for example, for transferring, splitting or cancelling)

When the cash register is supplied, it is provided with German key labels (Gastronomy version).
The labels can be replaced by pulling up the transparent key caps and inserting new ones.
Pull up the complete key head carefully and then remove the transparent key cap.

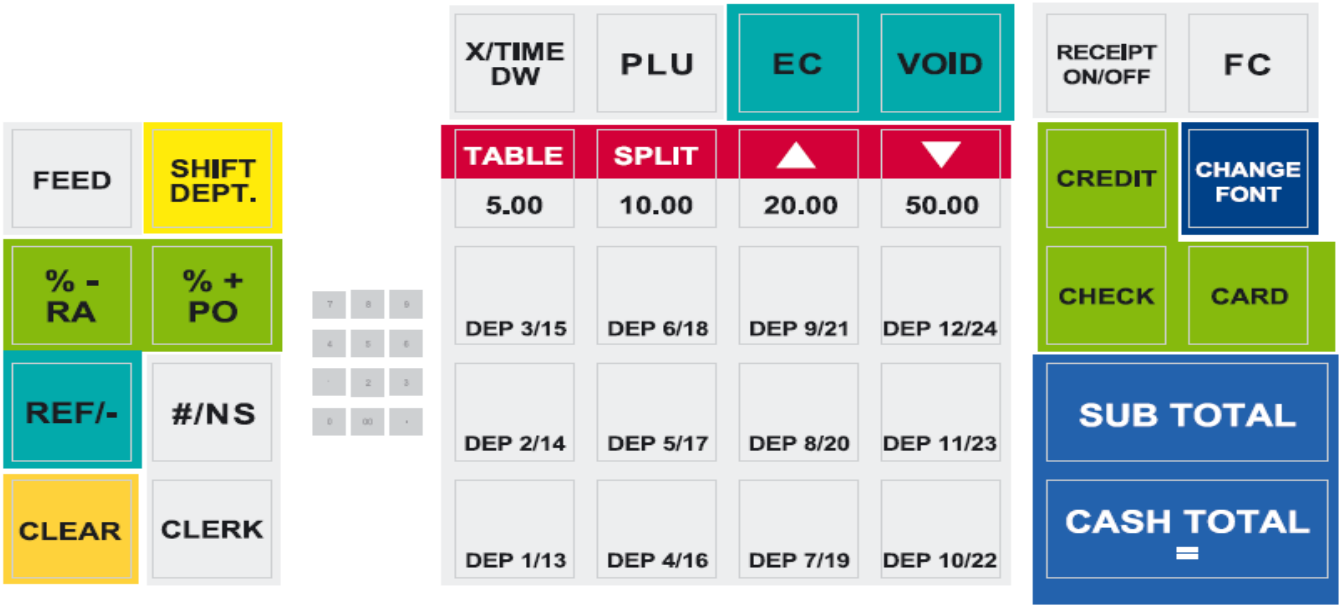
Gastronomy version (ex works):
The function keys TABLE / SPLIT / ▲ / ▼ are automatically active on the keypad.

Trade version:

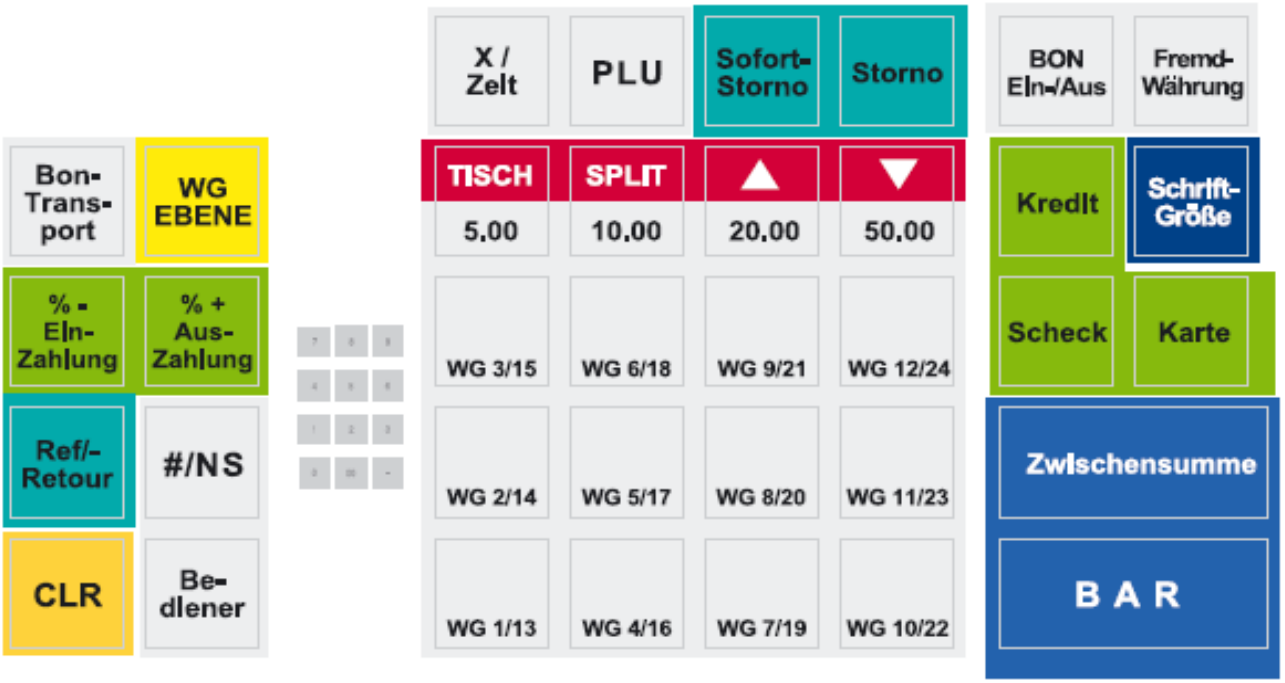
If the cash register system is switched to the Trade version:
The function keys 5 / 10 / 20 / 50 are automatically active on the keypad.

 All Rights Reserved

CM 840/842 English



CM 840/842 Deutsch



Gastronomy version (ex works):
The function keys [TABLE] / [SPLIT] / [▲] / [▼] are automatically active on the keypad.

Trade version:

If the cash register system is switched to the Trade version:
The function keys [5] / [10] / [20] / [50] are automatically active on the keypad.

 All Rights Reserved

4 General Information on Cash Register Installation and Operation

4.1 Positioning the cash register

The cash register should be used in a location with normal room temperature and relative humidity. Do not expose the cash register to extremely hot or cold temperatures, dusty conditions or direct sunlight.

4.2 Electrical connections

Connect the cash register to a separate mains power outlet. Do not connect it to mains power outlets which also accommodate a refrigerator, freezer or another electronic appliance which has a high power consumption. When connecting the ECR to a computer, ensure the connections are correctly made. When connecting and disconnecting any external units (BCR, PC, kitchen printer, etc.), disconnect the ECR from the mains power first.

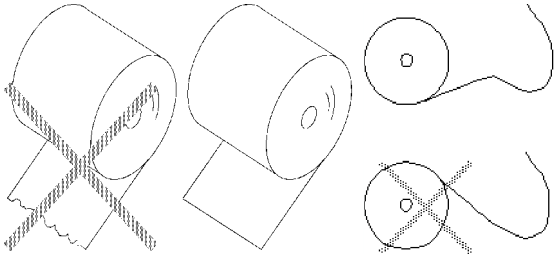
4.3 Cleaning the cash register

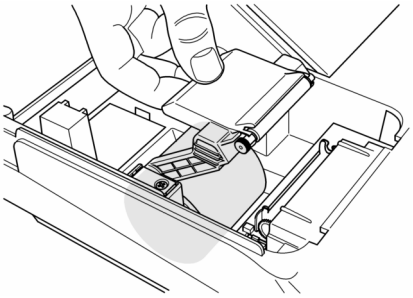
Use a neutral cleaning agent to clean the outer surface. Never used agents containing oil or solvents such as acetone or petroleum ether.

4.4 Changing the paper roll (57 mm, thermal) in the printer

4.4.1 Inserting a paper roll

Remove the printer cover. Pivot the paper transport unit up. Insert a thermal paper roll (57 mm in width and max. 70 mm in diameter). Draw the leading edge of the paper over the tear-off edge and pivot the paper transport unit down, locking it in place. Depending on the required use (bill or journal), either tear off the paper at the tear-off edge of the printer mechanism or feed the paper onto the paper reel. Replace the printer cover.



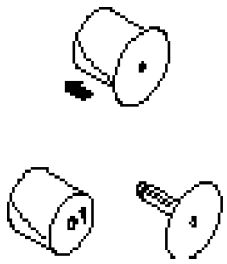


 All Rights Reserved

4.4.2 Paper reel

The paper reel is required when the receipts need be rolled up on it.

Journal mode must be activated in the machine options. (Refer to the Programming Instructions)



1. Open the printer cover.
2. Remove the paper reel.
3. Thread the end of the journal paper into the slit in the paper reel.
4. Insert the paper reel into the reel guides.
5. To remove the journal paper after it has been rolled up on the reel, remove the paper reel and pull the journal roll off.
6. Reinsert the paper reel.
7. Close the printer cover.

4.5 Cash register drawer

Money which has been inserted in the cash register drawer is easy to remove. Never disassemble the drawer yourself if you have no practical experience in such work. In the case of a power failure, the cash register drawer can be opened by actuating the "lever" in middle of the rear, bottom part of the ECR drawer. The coin compartments can be removed separately.

Note:	*Never carry the cash register by the top, plastic section. Always carry the cash register by the cash register drawer (when it is firmly fixed to the cash register)!!!*

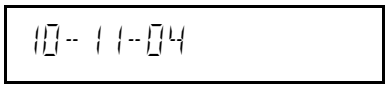
 All Rights Reserved

5 Cash Register Operation – Sales Transaction

REG mode:

Method of date and time display

X / TIME



X / TIME X / TIME

BIOS version

Display (24-hour mode)

Display (12-hour mode)

Comment: All the following steps described are completed with the cash register in "R" mode.

5.1 Registrations in departments

The individual departments are characterised by their names and attributes, and are printed in the DEP Status (refer to Programming). The general attributes are positive, negative and quantity-related DEPs.

Comment: The manual assumes that the cash register has been programmed for handling 2 decimal places.

Example: Registering 100.50 EUR in DEP1

1 0 0 5 0 DEP 1

No decimal point is set when entering prices. The decimal point is set automatically by the system according to the programming defined in S Mode.

Example: Registering 15 pieces at 100.50 EUR per piece in DEP2

1 5 X / TIME

1 0 0 5 0 DEP 2

 All Rights Reserved

Multiplied quantity: The quantity of items can be entered in the range 0.001 – 999.999.

*Comment: In the case of incorrect input or exceeding limits, the ECR registers an error status in the form of **E**.... The error message is cleared by pressing the* [CLEAR] *key and the correct entry can then be made.*

If the DEP is pre-programmed with a fixed price, no amount needs to be entered when making the registration and the fixed price is automatically compiled for the relevant DEP after pressing the corresponding DEP key.

Example: Registering 15 pieces at 100.50 EUR per piece in DEP2, 2.6 pieces at 20.50 EUR in DEP3 and DEP4 (fixed price of 35.00 EUR)

[1] [5]	[X / TIME]
[1] [0] [0] [5] [0]	[DEP 2]
[2] [·] [6]	[X / TIME]
[2] [0] [5] [0]	[DEP 3]
	[DEP 4]
	[CASH TOTAL]

```
                .
                .
                .
DEP02
 15 x        100.50        1507.50
DEP03
 2.6 x        20.50          53.30
DEP04                        35.00
                .
                .
                .
TOTAL                       1595.80

10-01-07      12-10
```

Departments with divisible quantity with account

Quantity = (YYY.YYY) + (ZZZ.ZZZ) x (DEP)

Example: Registering 3 / 12 pieces at 5.00 EUR per piece.

[3]	[X / TIME]
[1] [2]	[X / TIME]
[5] [0] [0]	[DEP 1]
	[CASH TOTAL]

```
                .
                .
 3/12 x       5.00
DEP01                        1.25
                .
                .
TOTAL                        1.25

10-01-07      12-10
```

 All Rights Reserved

5.1.1 Working with a department programmed as SCALES DEP.

Always place the item on the scales first.
Then enter the kg price for the item and press the scales [DEP] button.

Then press the [PLU] button (to receive the data from the scales).

The weight of the item and its price are printed on the receipt.

5.2 Registrations using the PLU number

The item PLU is assigned to a specific item position in the cash register and is characterised by an assigned fixed number (max. 13-digit code, e.g. EAN, barcode), then name, price, allocation in the departments and attributes, status. The cash register supports the following barcodes:
EAN-8, EAN-13 (also weight-related), UPC-A, UPC-E.

Example: Registering PLU 100 (price 100.50 EUR – fixed price)

[1] [0] [0] [PLU]

Example: Registering 15 pieces of PLU 100 (100.50 EUR – fixed price)

[1] [5] [X / TIME]
[1] [0] [0] [PLU]

Multiplied amounts: The quantity of items can be entered in the range 0.001 – 999.999.

*Comment: In the case of incorrect input or exceeding limits, the ECR registers an error status in the form of **E**....*
The error message is cleared by pressing the [CLEAR] key and the correct entry can then be made.
*If the corresponding PLU has not been programmed, the cash register indicates the error **E**....*

If a PLU has been programmed with a fixed PLU price, the PLU is automatically calculated after the registration. In the case of an open price (refer to PLU status programming), the PLU price can be modified. To change the PLU fixed price, press the PLU price level key (Price Level 1).

Example: Registering 15 pieces of PLU 100 (100.50 EUR – open price), entered at 90.00 EUR

[1] [5] [X / TIME]
[9] [0] [0] [0] [PRICE LEVEL 1]
[1] [0] [0] [PLU]

 All Rights Reserved

Example: Registering 15 pieces of PLU100, 2.6 pieces of PLU500, 2 pieces of PLU1000 (price modification 20.50 EUR), 1 piece of PLU100

1 5	X / TIME
1 0 0	PLU
2 · 6	X / TIME
5 0 0	PLU
2	X / TIME
2 0 5 0 (new price for PLU 100)	PRICE LEVEL 1
1 0 0 0	PLU
1 0 0	PLU
	CASH TOTAL

```
                .
                .
PLU 100                 .
 15 x       100.50      1507.50
PLU 500
  2.6 x     100.50       261.30
PRICE
PLU 1000
  2  x       20.50        41.00
PLU 100                   100.50
                .
                .
                .
TOTAL                     1910.30

10-01-07    12-10
```

Registering a PLU with divisible quantity with account

Quantity = (YYY.YYY) + (ZZZ.ZZZ) x (PLU)

Example: Registering 3 /12 pieces of PLU100

3	X / TIME
1 2	X / TIME
1 0 0	PLU
	CASH TOTAL

```
                .
                .
  3/12 x    5.00
100 PLU                   1.25
                .
                .
TOTAL                     1.25

10-01-07    12-10
```

Registering a PLU with weight barcode, data input via keyboard

The weight barcodes EAN-13 (28,29) represent a special type of entry. After scanning the barcode, the cash register calculates the item price using to the weight information (contained in the barcode) and the unit price (price programmed for the corresponding PLU). The barcode 28KKKKXVVVVVX or 29KKKKXVVVVVX is automatically stored in the cash register as 28KKKK0000000, 29KKKK0000000 and only when entered via the barcode reader.

KKKK = Code

X = Checksum

VVVVV = Quantity

 All Rights Reserved

Example: Registering 1.127 kg of PLU 281637XVVVVVX (PLU price 89.00 EUR)

1 · 1 2 7	X / TIME
2 8 1 6 3 7 0 0 0 0 0 0 0	PLU
	CASH TOTAL

```
                .
                .
                .
PLU 2816...
 1.127x      89.00        100.30
                .
                .
TOTAL                    100.30

10-01-07    12-10
```

5.2.1 Working with a PLU programmed as SCALES PLU

Always place the item on the scales first.

Then enter the PLU number and press the PLU key (receive data from the scales)

The weight and price of the item is printed on the receipt and appears in the scales display.

5.3 Mixed registration – multiplication

During registration, it is possible to multiply PLUs with the DEPs automatically.

Example: Registration (DEP4 – fixed, programmed price of 40.00 EUR)

1 2 3 0	DEP 1
	DEP 1
	DEP 4
	DEP 4
1 0 0	PLU
	PLU
1 5 0 0	PRICE LEVEL 1
2 0 0	PLU
	PLU
	CASH TOTAL

```
                .
                .
DEP01                    12.30
DEP01                    12.30
DEP04                    40.00
DEP04                    40.00
PLU 100                  10.00
PLU 100                  10.00
PRICE
PLU 200                  15.00
PRICE
PLU 200                  15.00
                .
                .
                .
TOTAL                    154.60

10-01-07    12-10
```

 All Rights Reserved

5.4 Tender media keys (method of payment)

The cash register has separate types of tender media keys. The basic methods of payment include the use of (CASH, CHEQUE, CREDIT and CARD). The parameters for these tender media keys can be programmed.

Payment by cash:

	(Registrations)
Option	SUB TOTAL
Display of amount due	<AMOUNT>
Option	<SUM RECEIVED FROM CUSTOMER>
	CASH TOTAL

When the SUM RECEIVED is greater than the AMOUNT due, the cash register automatically calculates the change due. If the SUM RECEIVED is not entered, the cash register display shows the full AMOUNT due for payment.

Payment by cheque (check):

	(Registrations)
Option	SUB TOTAL
Display of amount due	<AMOUNT>
Option	<SUM RECEIVED FROM CUSTOMER>
	CHECK

When the SUM RECEIVED is greater than the AMOUNT due, the cash register automatically calculates the change due. If the SUM RECEIVED is not entered, the cash register display shows the full AMOUNT due for payment.

Payment by card:

	(Registrations)
Option	SUB TOTAL
Display of amount due	<AMOUNT>
Option	<SUM RECEIVED FROM CUSTOMER>
	CARD

When the SUM RECEIVED is greater than the AMOUNT due, the cash register automatically calculates the change due. If the SUM RECEIVED is not entered, the cash register display shows the full AMOUNT due for payment.

 All Rights Reserved

Payment by credit:

	(Registrations)
Option	SUB TOTAL
Display of amount due	<AMOUNT>
Option	<SUM RECEIVED FROM CUSTOMER>
	CREDIT

When the SUM RECEIVED is greater than the AMOUNT due, the cash register automatically calculates the change due. If the SUM RECEIVED is not entered, the cash register display shows the full AMOUNT due for payment.

Mixed payment:

	(Registrations)
Option	SUB TOTAL
Display of amount due	<AMOUNT>
Option	<SUM RECEIVED FROM CUSTOMER – PART PAYMENT BY CHEQUE>
	CHECK
Option	<SUM RECEIVED FROM CUSTOMER – PART PAYMENT BY CARD>
	CARD
	CASH TOTAL

 All Rights Reserved

5.4.1 Payment using the cash tender keys (bank note keys)

Assigned as standard feature on the Trade version keyboard

(Registrations)

Option [SUB TOTAL]

Display of amount due <AMOUNT>

Option <SUM RECEIVED FROM CUSTOMER USING e.g.>

[50] [20] [10] Cash tender keys

If the sum received is too little, the amount still to be paid appears in the display.

[CASH TOTAL]

When the SUM RECEIVED is greater than the AMOUNT due, the cash register automatically calculates the change due. If the SUM RECEIVED is not entered, the cash register display shows the full AMOUNT due for payment.

5.5 Payment in foreign currencies

The cash register can be used in combination with up to four foreign currencies. Attributes are defined for each currency, i.e. the name, number of decimal places and exchange rate. The cash register automatically converts the price of the registration to the currency selected and back.

Example: Foreign currency 1 = USD, exchange rate = 0.76494 USD, without payment specification in EUR

[1] [0] [0] [0] [0] [DEP 1]

[SUB TOTAL]

Amount due [1] [0] [0] [0] [0]

Optional display of foreign currency [FC]

or [1] [FC]

```
                .
                .
DEP01
100.00
                .
                .
SUBTOTAL                    100.00
FC rate FC1  0.76494
TOTAL FC1                   130.73

10-01-07        12-10
```

Display <130.73> (total in USD)

(After pressing the key, the total reappears in EUR)

[CASH TOTAL]

 All Rights Reserved

Example: Foreign currency 1 = USD, exchange rate = 0.76494 USD, with payment specification in USD

1 0 0 0 0	DEP 1
	SUB TOTAL
Amount due	1 0 0 0 0
Optional display of foreign currency	FC
or	1 FC
Display	<130.73> (total in USD)
	(After pressing the key, the total reappears in EUR)
Entry in foreign currency 1	2 0 0 0 0
	CASH TOTAL

```
DEP01
100.00

SUBTOTAL                100.00
FC rate FC1  0.76494
TOTAL FC1               130.73

CASH FC1                200.00
FC rate FC1  0.76494
CASH                    152.99
CHANGE                   52.99
CHANGE FC1               69.27

10-01-07        12-10
```

5.6 Correcting registrations

Several correction functions are available while making registrations. These functions can also be used when cancelling DISCOUNTS and SURCHARGES.

CLEAR

If you make an incorrect entry before the DEP key or PLU key is pressed, press the CLEAR key to delete the entry from the cash register display so that you can then enter the correct data. This key is also used to acknowledge an ECR error message or delete the information in the display before any further cash register transactions.

Cancelling the last item – EC (eror correction):

If the incorrect input should be corrected directly after the item has been calculated, i.e. after pressing the DEP or PLU keys, clear the faulty input by pressing the EC key.

Example: Registering PLU100 (price 100.50 EUR – fixed price) and then cancelling it

1 0 0	PLU
	EC
	Information is printed on the receipt with **CORRECTION and minus**.

 All Rights Reserved

Cancelling an item already registered – VOID:

To clear an item which is not the last one entered, i.e. was entered previously in the transaction (the system cannot use the EC function) but the transaction has not been concluded by pressing the relevant tender media key, press the VOID key.

Example: Registering 3 pieces of PLU 100 (price 100.50 EUR – fixed price), PLU 200, cancelling 2 pieces of PLU 100

3	X / TIME
1 0 0	PLU
2 0 0	PLU
	VOID
2	X / TIME
1 0 0	PLU

```
                .
                .
PLU 100         .
 3 x        100.50        301.50
PLU 200                   120.00
VOID
PLU 100
 -2 x       100.50       -201.00
                .
                .
```

Comment: The financial report indicates the number of times this key has been pressed and the total sum of the correction. This key can also be used for corrections concerning PAID OUT and RECEIVED ON ACCOUNT transactions.

Cancelling all the registrations:

To cancel all the transactions making up a registration:
The registration is concluded by pressing a tender media key, e.g. the CASH TOTAL key.
Press the VOID key,; all the items entered are now cancelled automatically.
The receipt begins with the text **VOID**.

Comment: The financial report indicates the number of times this key has been pressed and the total sum of the cancellation.

 All Rights Reserved

5.7 Discounts, surcharges, refunds in registrations

The cash register enables several DISCOUNT and SURCHARGE transactions to be used. This concerns percentage discounts, surcharges on individual items (or the complete bill) and the absolute discount. In the case of percentage discount/surcharge, the system can use a defined, fixed %age rate (0.01 – 99.99%).

Trade surcharge/discount in % on single items (complete receipt):

1 0 0	PLU
1 0	% -
	(Registrations)
	SUB TOTAL
2 5	% +
	CASH TOTAL

```
                .
                .
PLU 100                      100.50
% DISCOUNT  -10%             -10.05
                .
                .
SUBTOTAL                      90.45
% SURCHARGE        25%        22.60

TOTAL                        113.05

10-01-07        12-10
```

Comment: The financial report indicates the number of times this key has been pressed and the corresponding total sum.

Absolute surcharge, discount (assign keys) in individual items (complete bill):

1 0 0	PLU
1 5 0 0	% -
	(Registrations)
	SUB TOTAL
2 5	% +
	CASH TOTAL

```
                .
                .
PLU 100                      100.50
(-)                          15.00
                .
                .
SUBTOTAL                     85.50
(+)                          10.00

TOTAL                        95.50


10-01-07        12-10
```

Comment: The financial report indicates the number of times this key has been pressed and the corresponding total sum.

 All Rights Reserved

REFUND: An item or a total from a department

This cash register function is used when the customer returns goods (e.g. when returning bottles with a deposit on them). The function is used when registrations have already been concluded by pressing a tender media key, e.g. CASH TOTAL.

	REF-
1 0 0	PLU
	CASH TOTAL

```
.
.
REFUND
PLU 100                -100.50
.
.
```

5.8 Transactions without registration (received on account, paid out, etc.)

"No Sales" function

The # / NS key is used to open the cash register drawer without registering a transaction. This key can also be used to print any text (max.13 characters) on the receipt when entering an item.

1 0 0	PLU
1 2 3 4 5	# / NS
	(Registrations)

```
.
.
PLU 100                100.50
                       12345#
.
```

Received on account:

Press the RA key to deposit (increase) a payment (CASH, CHEQUE, FOREIGN CURRENCIES, etc.) in the cash register. (I.e. the respective sum is added to the total of the corresponding tender media in the cash register drawer).

Payment	<AMOUNT>
	RA
Tender media key (e.g.)	CHECK

Example:

Cash in drawer (USD)	<Amount 21.00>
	RA
Tender media key (e.g.)	1 FC

Comment: The financial report indicates the number of times this key has been pressed and the total sum of the payment.

 All Rights Reserved

Paid out:

Press the PO key to withdraw (reduce) a payment (CASH, CHEQUE, FOREIGN CURRENCIES, etc.) from the cash register. (I.e. the respective sum is subtracted from the total of the corresponding tender media in the cash register drawer).

Paid out	<AMOUNT>
	PO
Tender media key (e.g.)	CASH TOTAL

Comment: The financial report indicates the number of times this key has been pressed and the total sum of the withdrawal.

5.9 Registrations linked to scales

After connecting scales, the scales automatically transfer the weight of the weighed goods in the case of a defined DEP or PLU.

Basic conditions for operation:

A. Scales are connected to the cash register
B. The COM port has been programmed
C. The status of the DEP or PLU has been programmed

Working with a PLU programmed as SCALES PLU

Always place the item on the scales first.

PLU sales procedure:

PLU number PLU

The PLU price is transferred to the scales and displayed on the scales.
The weight of the goods is transferred to the cash register and printed on the receipt.

Working with a department programmed as SCALES DEP

Always place the item on the scales first.

DEP sales procedure:

The kg price of the goods DEP

The kg price is transferred to the scales and displayed on the scales.

The weight of the goods is transferred to the cash register and printed on the receipt.

 All Rights Reserved

5.10 Additional information

If the cash register implements the use of linked PLUs (i.e. after actuating a PLU, others follow automatically), the procedure for entry is the same in all cases.

All the registration functions can be used in TRAINING Mode. The difference is that no registration transactions are recorded in the cash register reports.

When programming PLU prices, it is possible to switch to the respective price before calculating the PLU by pressing the SHIFT DEPT. key.

If the DEPs or PLUs are programmed as negative, they are recorded as a RETURN by the cash register.

Informative PLU price display:

By pressing the ASK PRICE PLU key, the price of a PLU item appears in the cash register display without it being registered.

	ASK PRICE PLU
<PLU number>	PLU

The price appears in the display according to the PLU number

Printing a duplicate receipt:

A copy of the receipt can be printed by pressing the SUB TOTAL key. This function must be enabled when programming the P-register.

	(Registrations)
Payment	CASH TOTAL
Print copy	SUB TOTAL

 All Rights Reserved

Changing tender media after printing receipt:

It is possible to switch the payment from one tender to another after the receipt has been concluded, i.e. after having been printed.

Transfer can be initiated by entering the amount:	<Amount to be transferred>
Press tender medium key = Tender medium from:	<From>
Press tender medium key = Tender medium to:	<To>

Example: Transferring 30.00 EUR from cash to cheque payment

3 0 0 0	CASH TOTAL
!	CHECK

Individual cashier account:

Activation: Programming range (Section 13 Register P-12, refer to Programming Instructions)

Operation: Key position "Z".
01 [CASH] = Day's financial report
Enter the amount paid in the cash drawer, press [CASH].

Note: The "X" report should be locked from the clerk/waiter.
Programming range (Section 06 Status 1, refer to Programming Instructions)

 All Rights Reserved

Functions only active in the Gastronomy version

6 Cash Register Operation – Table System

The table system serves to record individual registrations. A TABLE can be opened at any time, registered and corrected with PLU or DEP and the table can be closed again. The final receipt is printed out after the table has been paid.

Comment: All the transactions described in Chapter 5 are operated identically in connection with the tables. An exception is that the first step is always to open the table and the final transaction to close the table.

6.1 Opening and closing tables

The cash register can open a maximum of 30 tables. All transactions are always carried out after opening a table and are concluded by pressing the Table key. By opening another table, the table currently open is closed and the order ticket is printed.

Example: Opening table # 1 and closing it again (without payment!!!!)

[1] [TABLE] (Open the table)

Closing the table - Alternative 1

[TABLE]

Closing the table - Alternative 2

[3] [TABLE] (Open another table)

Example: Opening table # 1 anew, recording a registration and subsequently closing it (without payment!!!)

[1] [TABLE]

[1] [0] [PLU]

-

-

(Registrations)

[TABLE]

TABLE# 1

PLU 10 100.50

.

.

.

SUBTOTAL 100.50

10-01-2007 12-10

On reopening the same table, the individual registrations already recorded can be viewed in the alphanumeric display and scrolled through using the [▲] [▼] key.

 All Rights Reserved

A table view can be printed out on the ECR printer at any time. This does not concern a bill but simply a "review of the table". For this reason, the view does not have the attributes of a bill and is marked by the term "REVIEW".

Example: Reopening table # 1 and printing the view

1	TABLE
	BILL PRINT

```
TABLE# 1

PLU 10                    100.50
                .
                .
                .
SUBTOTAL                  100.50
_____________________________________

10-01-2007      12-10
```

6.2 Transferring and separating tables

Transferring a table:

It is possible to transfer the entire table bill from one table to another.
Combining two tables.

Example: Transferring from table # 1 to table # 6

1	TABLE
6	TRANSFER

```
TABLE# 1


SUBTOTAL                  100.50
-----------------------------------------------
TABLE# 6
TRANSFER
10-01-2007      12-10
```

Comment: Following transfer, the old table is automatically cleared, i.e. the balance is equal to zero.

 All Rights Reserved

Transferring selected items from one table to another:

Enter the table number	TABLE
Start the splitting function	SPLIT
Select the PLU	▲ / ▼
After the PLU is displayed	SPLIT
Select the next PLU	SPLIT

When all the PLUs have been selected, enter the table number to which the PLUs should be transferred.

Conclude	TRANSFER

Example: Transferring PLUs 100,101 from table # 1 to table # 6

1	TABLE
Start the splitting function	SPLIT
Select the PLU	▲ / ▼
100 appears in the display	SPLIT
101 appears in the display	SPLIT
6	TRANSFER

```
TABLE# 1

PLU 100                    100.50
PLU 101                    300.50

SUBTOTAL                   401.00
-------------------------------------------------
TABLE# 6

TRANSFER .

10-01-2007      12-10
```

6.3 Part payment, total payment of a table, paying several tables

Part payment of a table:

Enter the table number	TABLE
Start the split payment function	SPLIT
Select the PLU	▲ / ▼
After the PLU is displayed	SPLIT
Tender media = Method of payment	CASH TOTAL

 All Rights Reserved

Example: Only PLU 100 should be paid by table # 6

6	TABLE
Start the split payment function	SPLIT
Select the PLU	▲ / ▼
100 appears in the display	SPLIT
	CASH TOTAL

```
                BILL
TABLE# 6
CLERK:

PLU 100                    100.50

_____________________________
TOTAL                      100.50
CASH                       100.50

10-01-2007      12-10
```

If several tables should be paid with one bill, the following functions can be called in:

Table number	TISCH
Number of the other table	ADD TRACK
Tender media = Method of payment	CASH TOTAL

Example: Paying tables # 1, 6 and 7

1	TABLE
6	ADD TRACK
7	ADD TRACK
	CASH TOTAL

```
                BILL
TABLE# 1

PLU 100                    100.50
SUBTOTAL                   100.50
_____________________________
TABLE# 6
PLU 103                    200.50
SUBTOTAL                   200.50
_____________________________
TABLE # 7
PLU 100                    100.50
SUBTOTAL                   100.50
_____________________________
TOTAL                      401.50
CASH                       401.50

10-01-2007      12-10
```

 All Rights Reserved

6.4 Table correction

Use the standard keys in accordance with Section 5.6 to correct table items. An exception here is the Void key, which can be used in combination with the ▲ / ▼ keys.

Table number	TABLE
Select item for cancellation	▲ / ▼
Cancel the selected item	EC
or	
	VOID Delete 2 lines
Enter the PLU no.	PLU
Close the table	TABLE

6.5 Order system ("ticket type", "order type")

The order system can be activated by setting up order numbers when programming the PLUs.

Order type name

This order system enables the printing of orders on the internal printer according to the parameters set. After opening a table, the items, e.g. food, drinks, are automatically sorted. Up to nine different order types can be used within the system.

The order type name can be set up in program # 41.

```
********** KITCHEN **********
TABLE# 1
  1      PLU102
10-01-2006  2-10  000433  CLERK 01
```

```
********** BAR **********
TABLE# 1
  1      PLU101
10-01-2006  2-10  000433  CLERK 01
```

 All Rights Reserved

7 Stock PLU, Stock Counter Adjustment, Linking PLU Stock

Addition of inventory stock:

X-mode:		90	SUB TOTAL
Option 1	Add stock for PLU	PLU number PLU	NNNN,NNN RA
Option 2	Add stock for linked PLU	PLU link number #/NS	NNNN,NNN RA
End adding inventory stock		SUB TOTAL	

NNNN , NNN = Stock in range: 0.001 – 9999.999

Removal of inventory stock:

X-mode:		90	SUB TOTAL
Option 1	Enter stock for PLU	PLU number PLU	NNNN,NNN PO
Option 2	Enter stock for linked PLU	PLU link number #/NS	NNNN,NNN PO
End removing inventory stock		SUB TOTAL	

NNNN , NNN = Stock in range: 0.001 – 9999.999

 All Rights Reserved

8 Overview of X-Reports, Z-Reports

These reports are printed with the system in X or Z Mode (key position).

X-mode : X-reports : The report is printed

Z-mode : Z-reports : The report is printed after which all the values are deleted.

8.1 Overview of reports:

REPORT - DETAIL	MODE	KEY SEQUENCE
Financial report Day	X/Z	01 CASH TOTAL
Financial report Month	X/Z	02 CASH TOTAL
DEP Group report – all Day	X/Z	15 CASH TOTAL (In Z-mode, report "03" is simultaneously deleted)
DEP Group report – all Month	X/Z	16 CASH TOTAL (In Z-mode, report "04" is simultaneously deleted)
Group PLU report – all Day	X/Z	17 CASH TOTAL (In Z-mode, report "05" is simultaneously deleted)
Group report – all Month	X/Z	18 CASH TOTAL (In Z-mode, report "06" is simultaneously deleted)
Department report – all Day	X/Z	03 CASH TOTAL
DEP report (first - last) Day	X	(First DEP#) #/NS (Last DEP#) #/NS 03 CASH TOTAL
Department report – all Month	X/Z	04 CASH TOTAL
DEP report (first - last) Month	X	(First DEP#) #/NS (Last DEP#) #/NS 04 CASH TOTAL
PLU report – all Day	X/Z	05 CASH TOTAL
PLU report – group report Day	X	(# PLU group) 05 CASH TOTAL
PLU report (first - last) Day	X	(First PLU#) #/NS (Last PLU#) #/NS 05 [CASH]
PLU report – all Month	X/Z	06 CASH TOTAL
PLU report – group report Month	X	(# PLU group) 06 CASH TOTAL
PLU clerk report Day	X/Z	07 CASH TOTAL
Cashier-Clerk report Day	X/Z	08 CASH TOTAL
Cashier report (first – last) Day	X	(First clerk#) #/NS (Last clerk#) #/NS 08 CASH TOTAL
Cashier-Clerk report Month	X/Z	09 CASH TOTAL
Cashier-Clerk report Month (first – last)	X	(First clerk#) #/NS (Last clerk#) #/NS 09 CASH TOTAL

 All Rights Reserved

Hourly report	X/Z	12 CASH TOTAL
In-drawer report	X	13 CASH TOTAL
Report open tables	X	14 CASH TOTAL **Gastronomy version only**

Training report Day	X/Z	86 CASH TOTAL
Electronic journal – all detailed	X/Z	96 CASH TOTAL
Electronic journal – clerk detailed	X	(Clerk no.) 96 CASH TOTAL *(Clerk no. in the format YY)*
Electronic journal – table detailed	X	1 (table no.) 96 CASH TOTAL *(Table no in the format XXX)* **Gastronomy version only**
Electronic journal – clerk summary	X	(Clerk no.) 97 CASH TOTAL *(Clerk no. in the format YY)*
Electronic journal – table summary	X	1 (table no.) 97 CASH TOTAL *(Table number in the format XXX)* **Gastronomy version only**
Account report *(for additional business receipt)*	X	95 CASH TOTAL *This report is deleted with the electronic journal)* **Gastronomy version only**

Comment: All the reports can be transferred and saved by means of the PC programme.

Comment on the electronic journal

The electronic journal functions as a 2nd paper roll/control receipts. Every type of entry made on the cash register is saved in detail in the electronic journal. The electronic journal is always active.

The electronic journal can be printed in detail or only with the totals in X/Z-mode.

When the electronic journal is full, it is indicated with error code *E80.* Delete the E-journal by printing it through pressing 96 [CASH TOTAL] in Z-mode. Delete the E-journal without printing it by pressing 98 [CASH TOTAL] in Z-mode.

ATTENTION: Deletion of the electronic journal without printing is only possible when "Electronic Journal“ is not activated in Machine Option 13 #8.

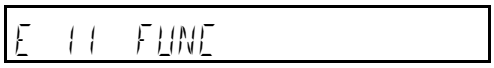
Comment: Report printing for the X and Z reports can be combined under a MACRO key as a report chain. Refer to the Programming Instructions for information on programming the MACRO key.

PRINTING:
Set key position X or Z and press one of the MACRO keys, all the reports are printed in succession as programmed.

 All Rights Reserved

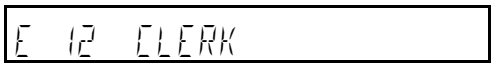
9 Error Messages (Error Symbols)

Function error: (impermissible operation, another error)

Alpha display 

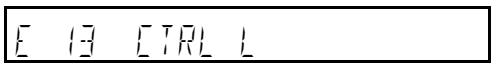
E 11

Clerk error: (operator/clerk not logged on)

Alpha display 

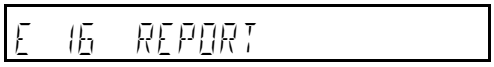
E 12

Control lock error: (incorrect key position)

Alpha display 

E 13

E 16: Incorrect report request: (Report must be printed)
Enter Z-report "financial report day": 01 and set the CASH TOTAL key to key lock position Z
If S-mode should be changed, delete all the reports first, enter 30 and press the #NS key.
Then enter 01 and press the CASH TOTAL key

Alpha display 

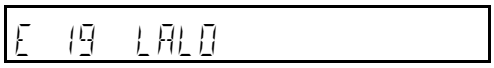
E 16

HALO limit error:

Alpha display

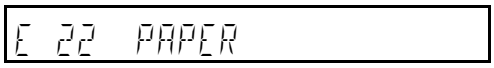
E 18

LALO limit error:

Alpha display 

E 19

Receipt paper end error:

Alpha display 

E 22

Code compulsory error (tender):

Alpha display

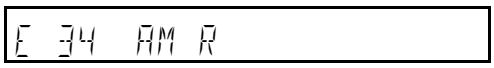
E 32

Subtotal compulsory error:

Alpha display

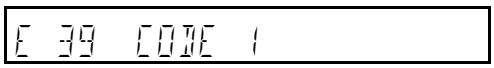
E 33

Amount compulsory error:

Alpha display 

E 34

FCE error:

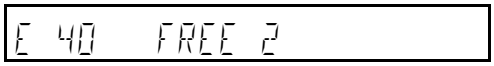
Alpha display 

E 39

 All Rights Reserved

Table item – two free spaces error: (Table)

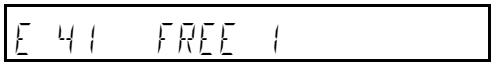
Alpha display



E 40 GASTRONOMY only

Table item – one free space error: (Table)

Alpha display



E 41 GASTRONOMY only

Table full (position established): (Table)

Alpha display

E 42 GASTRONOMY only

Table full (position no longer established): (Table)

Alpha display

E 43 GASTRONOMY only

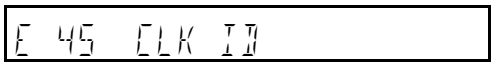
Cooking code compulsory error:

Alpha display

E 44 GASTRONOMY only

Clerk ID error: (Table allocated to another clerk)

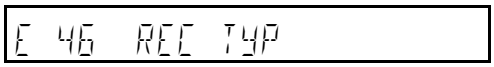
Alpha display



E 45 GASTRONOMY only

Ticket type error:

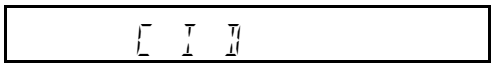
Alpha display



E 46 GASTRONOMY only

Clerk account active – amount compulsory

Alpha display



b.bb

Electric journal full error:

Alpha display

E 80

 All Rights Reserved

10 Training Mode:

"TRAINING" Mode is used to practice cash register transactions.

FUNCTION:

Set the key to ***key position "X":*** and enter 85 [CASH TOTAL]. Training mode is activated.

A point appears in the display.

The transactions can be printed via reports X/Z 86 and X/Z 87.

Terminate the training function by turning the key to a different position.

Clerk/Cashier #10 is automatically set to "Training".

The cash register can also be operated with a clerk/cashier #10 (trainee waitress).

This clerk/cashier can execute all types of transaction but the input is not added to the counters.

Clerk/Cashier #10 should be protected by means of a password.

 All Rights Reserved

11 Plug-in Peripherals, Software Updates

The following peripheral equipment can be connected to the cash register:

- Personal computer, for online operation and programming the cash register
- Barcode reader, for working with products provided with barcodes
- Scales, for use when connected to the cash register.

We offer the following PC programmes for these cash registers:

Installation is described in the Programming Instructions.

Olympia Supporter:

A PC program which enables the cash register to be programmed easily. It is used to program all the program sections of the cash register, including the entire system area. It is possible to read in all the data, including that of the electronic journal, from the cash register and store it on the PC. It also provides the major advantage of being able to follow the total sales, detail transactions on the cash register and detail sales of a maximum of 20 selected PLUs online.

Olympia Business Systems Vertriebs GmbH reserves all rights in respect of content and technical modifications. All the data specified relates to nominal values. The equipment and options described may differ from country to country according to national requirements.

Olympia Business Systems Vertriebs GmbH

Weg Zum Wasserwerk 10, 45525 Hattingen

Tel: +49 (0) 2324 680-315

Fax: +49 (0) 2324 680-399

olympia@olympia-vertrieb.de

www.olympia-vertrieb.de

 All Rights Reserved